**U.S. Department of Energy**

**Office of the Associate Under Secretary for Environment, Health, Safety Operations, and Security (AU)**

**Performance Work Statement**

**Security Support Services**

1. **Background**

The Office of the Associate Under Secretary for Environment, Health, Safety, and Security (AU) is responsible for the corporate security strategies for the preservation of National Security and protection of critical assets entrusted to the Department. AU is comprised of the Office of Environment, Health Safety & Security; Office of Classification; Office of Corporate Security Strategy; Office of Department Representative to DNFSB; Office of Environmental Protection and ES&H Reporting; Office of Headquarters Security Operations; Office of Health and Safety; Office of Nuclear Safety; Office of Resource Management; and the Office of Security. AU has a broad range of responsibilities in the areas of security policy, security-related technical support, security training, operation of certain facilities, and emergency management.

Protecting the national security of the United States is an integral requirement of the Department of Energy. Critical to this requirement is the protection of personnel, facilities, property, classified and sensitive unclassified material in the National Capital Area for DOE Headquarters operations. DOE Headquarters has developed operational plans which apply adequate protective force services and physical system barriers which are commensurate with the threat identified within the DOE Designed Basis Threat (DBT) and the Security Risk Assessment (SRA) documents. Protective force services are provided under normal and abnormal (i.e., emergency or heightened) conditions, managing access authorization functions; fully protecting employees and visitors; and supporting efforts to ensure the continuity of Government in all circumstances as mandated by Presidential Decision Directive, DOE Orders, and DOE Policies and Procedures.

The purpose of this Performance Statement of Work (PWS) is for the contractor to furnish all the necessary personnel, materials, services, and otherwise perform the functions set forth in this PWS. The contractor shall furnish all contract management oversight, supervision, and quality control over its technically trained personnel to provide routine and emergency protective force services for the locations identified in the PWS. In general, these services include, but are not limited to: post and patrol assignments, entry/access control, parking and traffic control, physical security, canine explosive detection services, justice telecommunications system services, badging services, clearance and security education, and continuous training of personnel.

1. **Definitions and Acronyms**

# 2.01 Basic Security Police Officer (SPO) – armed protective force security officer who has passed required training and qualifications to conduct armed security duties at DOE facilities. SPO may be further defined by level (i.e., SPO I; SPO II). SPO are not authorized to carry firearms or empowered with any arrest authority while off-duty.

# 2.02 Contracting Officer (CO) – individual authorized to obligate the Government, make any necessary changes to scope, price, or terms and conditions of the contract, and only individual authorized to accept non-conforming work or waive requirements of the contract.

# 2.03 Contracting Officer’s Representative (COR) - individual designated and authorized in writing by the Contracting Officer to perform specific technical or administrative functions.

# 2.04 Contracting Officer’s Technical Representative (COTR) - individual designated and authorized in writing by the Contracting Officer to provide technical support and perform technical functions. The COTR is the technical Point of Contract (POC) that will provide technical guidance and instruction to contract personnel. The COTR also supports the CO and COR by monitoring and reporting performance.

# 2.05 Directives – consist of orders, standards, and procedures that establish administrative policies and processes; provide information essential to the general administration and operation of DOE; and define requirements to comply with law or policy.

# 2.06 Facility Security Officer (FSO) – Federal employee appointed to implement the safeguards and security requirements of the Department of Energy.

# 2.07 Manuals - establish internal policy and instructions for DOE’s operational organizations. Manuals are managed by the responsible operational organization.

# 2.08 Officially Designated Federal Security Authority (ODFSA) - The Departmental Federal authority at the Field or Headquarters (HQ) Element with the primary and delegated responsibility for oversight of a site Protective Force. Also may be referred to as the Department or Federal cognizant security authority.

# 2.09 Post Orders (POs) – policies and procedures developed by the Contractor for implementing the requirements of this PWS specific to assigned post(s).

# 2.10 Security Orders (SOs) – security notices of specific security concerns or issues identified to inform and alert the protective force security personnel.

# 2.11 Standard Operating Procedures (SOP) – set of instructions developed by the contractor to guide specific employees in carrying out complex routine operations. The intent of standard operating procedures is to achieve efficiency and consistency to produce a quality output in performance.

# 2.12 Security Conditions (SECON) - DOE security condition (SECON) levels establish standardized protective measures for a wide range of threats and help disseminate appropriate, timely, and standardized information for the coordination and support of DOE crisis or contingency activities. SECON levels change based on threat levels or incidents, can be locally or nationally based, and are determined by the deputy secretary for agency-wide base levels. Security Conditions may be one of the following:

# 2.12.1 SECON 5, Low Condition.

# SECON 5 exists when a minimal SECON concern exists but warrants on a routine security posture. This condition suggests a low risk of terrorist activity, continuity conditions, environmental, and/or severe weather conditions.

# 2.12.2 SECON 4, Guarded Condition.

# SECON 4 is declared when there is a general, risk of terrorist activity, continuity conditions, environmental, and/or severe weather conditions. SECON 4 applies when there is a broad, non-specific threat of a possible event, the nature and extent of which are unpredictable. All measures selected for use under SECON 4 must be capable of being maintained indefinitely.

# 2.12.3 SECON 3, Elevated Condition.

# SECON 3 is declared when there is a significant risk of terrorist activity, continuity conditions, environmental, and/or severe weather conditions. SECON 3 applies when an increased and more predictable threat against DOE facilities exists. The measures used in SECON 3 must be capable of being maintained for lengthy periods without causing undue hardship, affecting operational capability, or aggravating relations with the local community.

# 2.12.4 SECON 2, High Condition.

# SECON 2 is declared when there is a high risk of terrorist activity, continuity conditions, environmental, and/or severe weather conditions. This condition may apply when an incident occurs, or intelligence is received indicating that some form of action against DOE personnel and facilities is imminent. Implementation of measures in this security condition for more than a short period will probably create hardship and affect routine activities of the facility/site and its personnel.

# 2.12.5 SECON 1, Severe Condition.

# SECON 1 is declared where there is a severe risk of terrorist activity, continuity conditions, and environmental, and/or severe weather conditions. SECON 1 applies in the immediate area where conditions have occurred that may affect a DOE facility/site or when an attack is initiated on the facility/site. Implementing SECON 1 will create hardship and affect the activities of the location and its personnel. Normally, this condition will be declared as a localized response.

2.13 Training Approval Program (TAP) – The Contractor’s training plan developed in accordance with DOE Order 473.3, Protection Program Operations detailing the Contractor’s annual plan for training of new and existing staff. The TAP shall examine each specific job and complete an analysis to determine the appropriate training and refresher training required for each position. The TAP is required to be submitted to the Federal Program Manager (FPM) and COR for review and is approved by the ODFSA

ACRONYMS

ATF – Alcohol, Tobacco, Firearms & Explosives

ATP – Annual Training Plan

AU – The Office of the Associate Under Secretary for Environment, Health, Safety, and Security

AWARe – DOE’s Alert Warning Accountability and Response System

BDU – Battle Dress Uniform

BOLO – Be on the Look Out

BSPOT – Basic Security Police Officer Training

CAS – Central Alarm Station

CBT – Computer Based Training

CEDS – Canine (K-9) Explosive Detection Services

CEM – Certified Emergency Manager

CFR – Code of Federal Regulations

COOP – Continuity of Operations Implementation Plan

Days – refers to calendar days unless otherwise specified

DBT – Designed Basis Threat

DOE – Department of Energy

DOE NTC – DOE National Training Center

EDT – Explosive Detection Team

EEO – Equal Employment Opportunity

EPMP – Emergency Preparedness and Management Program

EPRC – Emergency Preparedness Response Core

ERO – Emergency Response Organization

ESS- Engagement Simulation Systems

FAR – Federal Acquisition Regulations

FPM – Federal Program Manager

GFP – Government Furnished Property

HQ – Headquarters

IAEM – International Association of Emergency Managers

IC – Incident Commander

IMT – Incident Management Team

ISM – Integrated Safety Management System

JUST – Justice Telecommunications System

K-9 EDT – Canine (K-9) Explosive Detection Team

LSPT – Limited Scope Performance Test

NIJ – National Institute of Justice

NLETC – National Law Enforcement Technology Center

NORT – National Odor Recognition Testing Standard

NSA – National Security Agency

ODFSA – Officially Designated Federal Security Authority

OEPs – Occupant Emergency Plans

OIG – Office of the Inspector General

PF – Protective Force

PWS – Performance Work Statement

QASP – Quality Assurance Surveillance Plan (Government)

SIRP – Security Incident Response Plans

SRA – Security Risk Assessment

VIP – Very Important Person

1. **CONTRACT LINE ITEM (CLIN) STRUCTURE**

The contract will contain fixed-price and cost reimbursable CLINS. The contract will also include an Indefinite-Delivery-Indefinite-Quantity (IDIQ) CLIN for security services and security related items.

* 1. CLIN 1 – Protective Force (PF) Security Services (Firm-Fixed Price)

This CLIN is for routine security services (SECON Levels 3, 4, and 5)

* 1. CLIN 2 – Canine Explosive Detection Services (Firm-Fixed Price)
	2. CLIN 3 - Program Management and Support (Firm-Fixed Price)
		1. Activity 1 – Program Management/Planning
		2. Activity 2 – Badging and Reception Services
		3. Activity 3 - Training
	3. CLIN 4 – Auxiliary Operational Expenses (No Fee or Profit)
	4. CLIN 5 – Additional Protective Force Security Services [Fixed-Unit-Price (unit rate)]

This CLIN is for SECON Levels 1 and 2; emergency services; and/or additional security coverage. Use of this CLIN must be pre-approved and authorized in writing by the ODFSA. The COR will provide written authorization to the Contractor.

* 1. CLIN 6 - Security and Security Related Products and Services. (Fixed Price)

A separate call order will be issued for services and supplies requested under CLIN 6. The COR will provide written authorization (signed call order) to the Contractor.

* 1. CLIN 7 – Emergency Preparedness (Fixed Price)
	2. CLIN 8 – Transition (Fixed Price)
	3. CLIN 9 - Performance Incentive (Fixed Price)

Performance evaluation and award fee determination as prescribed in the Performance Evaluation Management Plan (Attachment H)

1. **DOE HQ Complex Site / Facility Descriptions**

Major Headquarters facilities and operating locations in the Washington, DC area are comprised of 1000 Independence Avenue (Forrestal facility), 1201 Maryland Ave (Portals III), and 19901 Germantown Road (Germantown facility) in Germantown, Maryland. Normal business hours at these locations are considered between 6AM and 6PM daily unless otherwise noted. Major facilities are described in more detail in the following subparagraphs.

* 1. **Forrestal Facility**
* Location - The James Forrestal facility is located on Independence Avenue, between 9th and 12th Streets (east and west), Southwest Washington, DC.
* Work Population - The Forrestal facility provides office space for approximately 4300 personnel. This figure includes DOE employees and supporting personnel from the General Services Administration (GSA), General Accounting Office (GAO), and US military personnel as well as DOE Contractor employees.
* Space - the gross floor area is 1,168,395 square feet with a net usable floor area of 778,238 square feet.
* Facility Description - the facility is comprised of three interconnecting buildings.
	+ The North Building consists of a below-ground parking garage, a ground floor, and four 30-foot-high column-supported aboveground floors.
	+ The South Building consists of eight above-ground floors and two below-ground floors.
	+ The West Building consists of three floors. The cafeteria and cafeteria Kitchen area are located respectively on the second and ground floors.
	+ The Credit Union is located on the second floor, at the opposite end of the cafeteria.
	+ Forrestal Child Development Center,
* Physical Description - the building is constructed of reinforced concrete over steel frame with precast concrete facings.
* Administrative Description:

GSA-Owned Building: Number: DC-0093ZZ

Building Name: James Forrestal Building

Address: 1000 Independence Ave., S.W., Washington, DC 20285

* 1. **Portals III**
* Location - the building is located at 1201 Maryland Avenue SW Washington DC. It is located near the intersection of Maryland Avenue, 12th Street SW, and D approximately ¼ mile south of the Forrestal building.
* Work Population - The National Nuclear Security Administration (NNSA) Office of Defense Nuclear Nonproliferation leases portions of the 6th floor, and the entire 7th floor. Approximately 250 NNSA personnel and contractor employees work within this facility.
* Space - All space is used for offices, conference areas, supply, and mail rooms.
* Facility Description -
	+ The 6th and 7th floors are both Limited Areas (LA).
	+ There are two Vault Type Room (VTRs) located on the 6th and 7th floors.
	1. **Germantown Facility**
* Location - The Germantown facility is comprised of several buildings located on 98.6 acres of restricted access land at the Southwest corner of the intersection of Interstate Highway 270 and Maryland Route 118.
* Work Population - the main building provides office space for approximately 1,900 personnel, including DOE employees and other U.S. Government and Contractor employees.
* Space - the gross floor area is 500,000 square feet with a net usable floor area of 302,757 square feet.
* Facility Description -
	+ The main building consists of four floors and a basement.
	+ The separate auditorium building is a two-story structure.
	+ Another building on the grounds houses the destruction facility, which is used for pulverizing classified and sensitive unclassified matter.
	+ Power Plant.
	+ Radio Building
	+ Germantown Child Development Center
* Physical Description - the buildings are of masonry construction (reinforced concrete over steel form with a brick facing).
* Administrative Description:

GSA-Owned Building: Number: MD-0531AJ

Building Name: DOE Germantown Building

 Address: 19901 Germantown Road, Germantown, MD 20874

1. **General Description of Services**

The Contractor shall provide all the necessary personnel, materials, services, and otherwise perform the functions set forth in this PWS. The Contractor shall furnish all contract management oversight, supervision, and quality control over its technically trained personnel to provide routine and emergency protective force services and canine explosive detection services at the Forrestal, Portals III, and Germantown facilities. The Contractor shall protect the premises, facilities, property, and personnel utilized by DOE HQ in performing its missions for the United States Government. The Contractor shall provide competent, trained, uniformed security officers who meet the standards for providing private guard services in the applicable locality and state; in accordance with the standards described in this PWS and attachments. All work performed by the Contractor must satisfy the requirements of all applicable laws, regulations, Department of Energy Orders, directives, and guidelines.

The Contractor shall maintain all management, supervision, manpower, training, screening, equipment, supplies, licenses, permits, certificates, insurance, pre-employment screenings, reports, files and any other resources necessary to accomplish services as described in this PWS. The Contractor shall perform to the standards required in this contract and will be expected to work closely with DOE representatives throughout the duration of the contract.

The Contractor shall ensure that all baseline services described herein are provided in an efficient, effective and timely manner.

Protective Force Security Services shall be provided twenty-four (24) hours per day, seven (7) days per week (24/7), and 365 days per year (24/7/365). The level of effort will be determined by the specific Security Condition (SECON) level the DOE is under at any time.

This PWS encompasses a range of Protective Force Security Services to be provided for the Department of Energy Headquarters facilities. Contractor functions/activities will be performed in accordance with this PWS and all applicable contract attachments. Posts and patrols identified herein have minimum coverage requirements detailed in the Posts and Patrols attachment. Those minimum coverage requirements shall be adhered to in order to conform to the contract requirements. Additional coverage requirements may be required for higher SECON levels, emergency conditions, or special situations as indicated by the COR through written technical direction.

The mission of the protective force Contractor is the physical protection of critical security interests to include Classified and Sensitive Information, Property, Classified and Unclassified Facilities and personnel. Contractor personnel assigned to perform on this contract primary function is to protect and/or investigate offenses against DOE assets including facilities, personnel, sensitive materials, and other property. Detailed information regarding the functions of the Contractor are included in this PWS and its attachments (Attachment B, Position Descriptions/Minimum Qualifications; Attachment C, Posts and Patrols Staffing Requirements; Attachment D, Uniform and Equipment Requirements; and Attachment E, Directives, Policy and Procedure References.

1. **SCOPE OF WORK AND PERFORMANCE REQUIREMENTS**

The Contractor shall provide the security service staffing levels at levels necessary to provide appropriate security for the current SECON level; unless otherwise directed by the Government. Minimum posts and patrols requirements are identified in Attachment C, Posts and Patrols Staffing Requirements. Those staffing levels depict the “minimum” acceptable levels for each post and patrol required. The Contractor is responsible for ensuring that the staffing level is sufficient to cover all areas of performance at all times (minimum requirements are not considered sufficient for full coverage and are depicted as a required staffing level for that specific post or patrol).

* 1. **CLIN 1 – Protective Force Services**
		1. All of the Protective Force **shall be armed.**
		2. Maintain sufficient DOE “Q” and “L” cleared security personnel, to provide required security services at the DOE HQ facilities, in accordance with DOE requirements under both routine and emergency conditions, using the most cost-effective staffing level. Changes to an approved staffing plan are required to be requested through the FPM and ODFSA and written acceptance shall be required from the COR prior to implementation.
		3. Provide trained and qualified Basic Security Police Officer I (SPO I) to operate the CAS at Forestall and Germantown in accordance with Attachment C.
		4. Provide SPO I trained and qualified officers to meet the required staffing levels for security posts, roving posts, and K-9 patrols identified in Attachment C. The Contractor shall have a cadre of bench officers who can provide support when an officer calls off or is scheduled off (regardless of reason) or is in training sufficient to ensure that the Approved Staffing Plan is fully staffed at all times.
		5. Maintain an appropriate number of trained, certified, and equipped, Contractor personnel, ready to stand post, to accommodate events such as, temporary additional services (i.e. COOP activations), DOE SECON Levels 1 or 2, or other unforeseen non‐emergency or emergency situations as required in writing by the FPM, ODFSA or the COR. In the event the SECON Levels 1 or 2 are activated the Contractor shall have the resources for the additional level of effort beyond the Staffing Plan in place within 2-hours of notification. The additional hours required for higher SECON level activation, emergency or additional services shall be billed under the Fixed-Unit-Price (unit-rate) CLIN.
		6. Ensure that a security post (Identified in Attachment C) is not an open post throughout the period of performance. An Open Post is any post not being staffed or is being staffed or operated by an SPO who does not meet requirements as outlined within the contract.
		7. Detect, delay, and/or detain, persons attempting to gain unauthorized access to Government property in accordance with applicable laws, DOE Orders, directives and guidelines.
		8. Conduct inspection of employees, visitors, handheld packages and random inspections using an X‐Ray machine and other devices which may include, metal detectors, (hand‐held or walkthrough), to screen for potential presence of weapons, explosives and other prohibited items.
		9. Ensure that all HQ facilities are secure and protected from unauthorized access, physical harm, and other potential risks.
		10. Protect security areas against unauthorized access. Prevent unauthorized personnel or vehicles into security-controlled access areas.
		11. Monitor security of identified facilities during non-working hours.
		12. Provide after-hours badge issue support for visitors and employees who have lost or forgotten their badges. Badge issuance procedures requires two-person authentication when issuing badges.
		13. Raise and lower flags as directed by the Office of Physical Protection. Only uniformed SPOs trained in flag handling protocol shall raise, lower, fold, and unfurl the U.S., Department, and state flags. The Contractor will comply with Federal regulations and protocols concerning the U.S. flag.
		14. Ensure all armed personnel meet the requirements of the Lautenberg Amendment (Pub. L, 104-208, 18 U.S.C. § 922(g)(9)), and on an annual basis must submit a signed and dated “Domestic Violence” certification that states they have not been arrested for or charged with any offense related to domestic violence.
		15. SPO work schedules must be consistent with existing collective bargaining agreements, this contract and must be based on the following guidelines, where appropriate:
			+ No more than 12 total hours per workday including post hours and training. This excludes guard mount/shift change and equipment issuing activities. These limitations may be waived by the government in emergency situations which are beyond the control of the Contractor (e.g., weather conditions which prevent the next shift from getting to the building, civil disturbances, etc.).
			+ No more than 60 total hours per work week per officer including post hours and training. This excludes shift change and equipment issuing activities.
			+ Access control points which provides access into the Property Protections Area must be staffed with a minimum of two qualified SPO I.
			+ Conduct a guard mount and roll call with SPOs who are assigned post duties prior to them assuming their posts. The roll call shall not extend beyond the 30 minutes allotted without prior approval of the Government and shall, as a minimum, accomplish the following activities:
				- Conduct a roll call of personnel that are scheduled to work.
				- Check the appearance and physical condition of the shift personnel, to include checking that each person has the proper equipment and credentials/identification. Personnel who are not properly and neatly attired, who do not have the proper equipment, or who are physically, mentally, emotionally, or otherwise impaired will not be allowed to assume work. A journal entry will be made to reflect any anomalies; Assign personnel to their post/patrol duties. Ensure that the approved staffing plan level is met or exceeded.
				- Pass on information relevant to duty performance (e.g., Be On the Lookout (BOLO), suspicious activity, special emphasis areas) and/or conduct “roll-call” training sessions.
		16. Conduct operational and security analysis and planning required in the development and implementation of security procedures, plans, and directives in support of specific mission requirements.
		17. In accordance with DOE requirements, implement security procedures (including the use of force and use of deadly force) when required to ensure that security is maintained for the protection of property, personnel, and Government resources.
		18. Maintain schedules and standard operating procedures (SOP) to include: Security Orders (SOs), Post Orders (POs), Emergency Security Operations Procedures (ESOPs), and Security Incident Response Plans (SIRPs). Orders, Procedures and Response Plans shall be reviewed and/or updated at least annually. SOs, ESOPs and SIRPs shall be reviewed by the FPM for concurrence and approved by the ODFSA.
		19. Establish, update, and disseminate POs’ and SOs’ and SOPs for the Protective Force and affected personnel to accomplish the security mission at DOE Headquarters. The Contractor shall develop SOPs to comply with DOE Orders and Directives. Additionally, POs’ and SOs’ shall describe activities to a level of detail commensurate with the complexity of the activity, significance of the item or activity, work environment, worker proficiency and capability (e.g., education, training, experience, etc.), to assure consistent and acceptable results of the activities performed.
		20. Ensure that POs’ clearly outline security duties, responsibilities, and expectations of the protective force member or members staffing a specific post. POs’ shall contain detailed performance criteria and guidance for accomplishing tasks for the position or function. Additionally, POs’ shall address Rules of Engagement, operational hours of the post, specialty equipment testing (if applicable), safety equipment requirements, and required documentation e.g. post inventories, and performance of other duties as may be required by Contractor supervision.
		21. Ensure that POs, SOs and SOPs implement DOE Orders and provide direction to the PF in the conduct of their duties. SOPs are standard operating procedures for the PF to help maintain an effective work environment by clearly outlining the policies and uniform procedures that the PF shall apply to their daily work and provide step-by-step instructions for completing the assigned tasks and, when warranted, accountability. The documents shall clearly define the performance requirements of various duties and activities for which the security order is related such as, Site Access, Inspection and Search Requirements, Communications, Arrest Authority and Use Of Force, Physical Protection of Security Interests, Firearms Safety and Maintenance, Specialty Equipment Operability and Function Testing, Shipment Security and etcetera.
		22. Ensure Emergency Security Operating Procedures (ESOPs) describe PF response to an emergency which is a serious, unexpected, often dangerous situation that requires immediate action. The emergency procedures must provide direction and response for the PF and staff in the event of either an operations emergency or a security emergency. ESOPs are plan of action(s) to be conducted in a certain order or manner, in response to an emergency event.
		23. The Contractor must develop Security Incident Response Plans (SIRPs). SIRPs detail tactical response instructions to security emergencies and provide PF guidance to detect, respond to, and recover from security incidents including; non-violent protestor/demonstrator intrusions; active shooter events; adversary intrusion of a facility/site; and defense against adversary use of weapons, and explosives. security incidents. These plans include details such as PF response positions, response times, and fighting positions.
		24. Conduct and prepare the Security Risk Assessment (SRA). The SRA evaluates risks to personnel safety and security interests at DOE’s HQ facilities. It provides an overview of the current physical security protection measures, assist with determining the relative risk to DOE HQ assets and develop recommendations to improve the effectiveness of the security measures currently in place. Based on a review of current threats and the existing security system’s ability to address them, it identifies recommended actions to ensure adequate, cost effective, protection of DOE HQ.
		25. Develop and implement a plan for the Protective Force’s response to workplace violence and active shooter situations. The plan must be submitted to the FPM for review and concurrence and is to be approved by the ODFSA. The plan is an integral part of the security plan which must be developed based upon the requirements of DOE Policy 444.1, Preventing and Responding to all Forms of Violence in the Workplace, DOE Orders 470.3C, Design Basis Threat Order and DOE Order 473.3A Change 1, Protection Program Operations, and DOE Order 470.4B Change 2, Safeguards and Security Program.
		26. Provide supervisory function to the PF staff to a level which successfully manages the safety of officers, ensures compliance with the PWS, identifies and corrects performance issues, and addresses issues with the conduct of personnel under its employ.
		27. Cooperate with and assist law enforcement agencies in connection with crimes committed against DOE HQ facilities, including maintaining and protecting the scene to preserve possible evidence in accordance with established procedures.
		28. At the direction of the FPM or ODFSA, assist in the conduct of inquiries related to losses and thefts of Government and personal property, employee misconduct, and other security-related incidents. SPO participation in inquiries shall be documented and reported to the FPM and ODFSA by means of an incident report.
	2. **Firearms and Weapons Maintenance**
		1. SPOpersonnel will be armed with weapons provided by DOE and maintained by the Contractor and shall be maintained in serviceable condition. All on-duty weapons shall be fully loaded unless otherwise directed by DOE.
		2. Government issued weapons will be entered into the DOE SUNFLOWER system to ensure accountability of all issued weapons supporting the contract.
		3. All GFP weapons are considered sensitive accountable property and must be physically inventoried and reported annually. In addition, the Contractor shall conduct a quarterly sensitive items report of Government issued weapons and will provide the results of the report to the Office of Physical Protection.
		4. The Contractor shall be responsible to maintain the armory in clean and safe operating condition at the HQ facility. In addition, all armory and emergency equipment shall be properly stored, protected, accounted for, and secured at all times.
		5. Provide, at a minimum, one on-site DOE and factory certified armorer for each armory location. Armorer will be current with manufacturer recalls, warnings, and notices and DOE updates.
		6. Provide at least one additional armorer certified instructor to perform maintenance and repairs on all weapons and simulations used by Contractor protective force personnel.
		7. Maintain a record of all weapon inspections, repairs, and shipments by serial number.
		8. Maintain a record of all ammunition and spent brass. Prepare and properly dispose of all spent brass in accordance with DOE direction.
	3. **Limited Arrest Authority and Use of Force by the Protective Force**
		1. Ensure protective force personnel armed pursuant to section 161.k of the Atomic Energy Act of 1954, as amended (42 U.S.C. 2201k et seq.), comply with the policies and procedures regarding arrest authority and use of force set forth in 10 CFR Part 1047 published in the Federal Register, Vol. 50, No. 147, Wednesday, July 31, 1985. The Contractor shall also comply with any future amendments or revisions to 10 CFR Part 1047 published as a Final Rule in the Federal Register.
		2. The following certification shall be signed by all Contractor personnel authorized to carry firearms and make lawful arrests under 42 U.S.C. 2201k and shall be retained by the Contractor for a period of three (3) years after final payment under this contract.

**PROTECTIVE FORCE OFFICER CERTIFICATION**

This Certification acknowledges that the undersigned, , in conjunction with my official duties as a , has read, understands and will comply with the policies and procedures contained in 10 CFR Part 1047 regarding limited arrest authority, exercise of arrest authority, use of physical force when making an arrest and use of deadly force.

 Signed:

 Date:

 Witnessed:

* 1. **CLIN 2 - Canine Explosive Detection Services (CEDS)**
		1. Provide four canines and four canine handlers at Forrestal and two canines and two canine handlers at Germantown for the purpose of detecting explosives at the Forrestal and Germantown buildings. Canine handlers are considered professional and specialized personnel and will be non-collective bargaining personnel. CEDS teams are not stationed at the Portals facility.
		2. Provide service, with on-call capability. Coverage will be determined and/or approved by the FPM or ODFSA. .
		3. Provide adequate care and transportation of canine(s) to and from the designated Headquarters DOE facility in accordance with all applicable Virginia and Maryland state laws and District of Columbia law.
		4. Provide and maintain all licensing required by the applicable jurisdiction for the purpose of providing canine services.
		5. Canines must be trained and certified to the DOE Canine Performance Testing Protocol Standard, DOE-STD-1225-2017. Explosive Detector Dog teams shall also be trained and qualified consistent with the Bureau of Alcohol, Tobacco, Firearms & Explosives (ATF) National Odor Recognition Testing Standard (NORT). All certifications must be kept current.
		6. Canines must be tolerant of people and can be used in any area or facilities premise without concern of aggressive behavior towards personnel or other service animals.
		7. The Contractor shall demonstrate in written form that all K-9 Explosive Detector Teams are certified, tested and trained as follows:
* Initial certification by an independent auditor.
* Facility Certifications by an independent auditor.
* Annual post certification process.
* Semiannual performance testing by an independent auditor.
* Regular monthly training provided by the Contractor.
	+ 1. In all tests of the K-9 Explosive Detection Team (EDT), a detection rate of 90% or the approved national standard must be achieved.
		2. The Contractor will ensure that all canines are physically fit and receive semi-annual physicals by a licensed veterinarian. The veterinarian will note or certify:
* The canine’s physical fitness for work and exercise;
* The canine’s ability to handle extremely stressful environments (hot/cold weather, prolonged physical activity, etc.;
* Limiting or compromising factors (lack of stamina or ability to hear or smell);
* Existing or recurring medical problems that limit performance or will worsen by stress or increased demands.

* + 1. The Contractor will provide and store all training aids to ensure K-9 EDTs retain proficiency in explosives detection.
* The Contractor will maintain the following records for each K-9 EDT in accordance with DOE Orders and provide, upon request;
	+ Biographies of the dog and handler, which include histories of training and training certificates.
	+ Medical records, which include results of semi-annual physicals.
	+ A daily training and utilization and record.
	+ Results of certifications and tests.
		1. The Contractor will prepare standard operating procedures (SOP) for the CEDS for FPM review and concurrence and ODFSA approval.
		2. Safety and Canine Handling report requirements
* Administrative records
* Care, feeding, and kenneling
* Veterinary support and care
* Vehicles and equipment
* Training
	+ 1. Canine Handlers will be required to meet the qualification for the applicable labor category found in contract Attachment B, Position Qualifications.
		2. Operationally, to the extent possible, the K9 Teams will be fully integrated into the existing security shifts under the operational control of the Shift Supervisor and will attend guard mount.

* 1. **CLIN 3 - Program Management and Support**

**Activity 1 – Program Management/Planning**

* + 1. Provide management, supervision, and staffing to effectively train, operate, supervise, administer, and manage the protective force in accordance with DOE Orders, Standards and Directives, and in keeping with sound business practices.
		2. Provide all management and labor necessary to ensure all contract requirements are met and personnel are performing in accordance with the requirements, Federal regulations, DOE Orders and directives identified within the PWS.
		3. Ensure all personnel assigned to or used by the Contractor in the performance of this contract meet or exceed the minimum qualifications specified for the labor category assigned. Minimum qualifications are listed in Attachment B, Position Descriptions/Minimum Qualifications.
		4. The Contractor ’s approved Management Plan shall include the level of supervision to be maintained for operation of this contract. The depicted level of management shall be maintained at all times with vacancies immediately filled with “acting” roles and permanently filled within 30-days of the vacancy. If at any time after award, the Contractor determines additional supervision, beyond initial proposal, as depicted in the approved Management Plan, is necessary to address performance issues, the Contractor shall provide such additional supervision at no additional cost to the Government.
		5. Conduct operational and security analysis and planning required in the development and implementation of security procedures, plans, and directives in support of specific mission requirements.
		6. Inspect and ensure that schedules, SOPs, SOs, POs, ESOPs, and SIRPs are maintained and followed by protective force staff. Perform quality oversight to ensure that all Orders, Procedures and Response Plans are reviewed and/or updated annually. Ensure that SOs, ESOPs and SIRPs have been submitted to the FPM for review and concurrence and is approved by the ODFSA.
		7. Provide oversight to ensure that established SOPs, POs and SOs are sufficient to ensure the protective force operates in a manner to accomplish the security mission at DOE Headquarters. These procedures are to be reviewed to ensure compliance with DOE Orders and Directives. Ensure that the protective force staff understand the information in the SOPs, POs, and SOs and that the staff have the required education, training, and experience to ensure worker proficiency and capability.
		8. Develop and implement a plan for protective force response to workplace violence and active shooter situations. The plan must be submitted to the FPM for review and concurrence and to the ODFSA for approval. The plan is an integral part of the security plan which must be developed based upon the requirements of DOE Policy 444.1, Preventing and Responding to all Forms of Violence in the Workplace, DOE Orders 470.3C, Design Basis Threat Order and DOE Order 473.3A Chg 1 (MinChg), Protection Program Operations, and DOE Order 470.4B Chg 2 (MinChg), Safeguards and Security Program.
		9. The Contractor shall be fully responsible for maintaining high standards of competency, conduct, and integrity of all assigned personnel in accordance with company policy. Conduct a minimum of one unannounced supervisory inspection of all posts and patrols per shift per week and one supervisory weekend or holiday inspection of all posts and patrols per month. Inspection records will be maintained by the Contractor and copies provided to the FPM in the monthly security readiness reports. Inspected items will include uniforms, weapons, radios, and other equipment and verification of the officers’ knowledge of post instructions, use of deadly force, general orders, and pass downs. A monthly schedule of inspections will be provided to the FPM five workdays prior to the first day of the month.
		10. The Contractor shall provide a monthly security readiness report to the FPM providing summary level information concerning the organization’s ability to accomplish its mission. The report shall include both operational and support factors and overall readiness level which indicates the Protective Force (PF) possesses the required resources and is trained to undertake the full mission(s) for which it is organized, equipped and trained. The report shall also include PF staffing levels, PF equipment status, and PF training status and an overall PF effectiveness level providing an assessment of PF individual and team effectiveness during performance testing.
		11. The Contractor shall provide a copy of its corporate policy regarding disciplinary action to be taken when employees fail to follow the standards of conduct listed in this PWS.
		12. The Contractor Program Manager and other appropriate staff will meet as necessary with the FPM, COR and other appropriate Government staff to discuss concerns and matters that may impact contract performance. The meeting schedule, frequency and location shall be mutually agreed upon. During the progress meetings, the Contractor shall provide insight into potential difficulties and on any upcoming Contractor initiatives to enhance or maintain the qualifications of security personnel working on this contract. The meeting shall be the venue for Government personnel to discuss new policy, new or updated training requirements, or other pertinent topics to include upcoming events that may have an impact on the performance of this contract. The Contractor Program Manager is responsible for developing a draft meeting agenda and disseminating it for comment to the COR at least 24-hours prior to the meeting. The Contractor Program Manager is also responsible for taking meeting minutes and disseminating those to the attendees for comment within 48-hour after the meeting. After incorporation of comments the agenda and meeting minutes shall be finalized.
		13. Ensure all labor relations activities are conducted in accordance with applicable Laws and Regulations, and DOE Directives. Establish and execute accounting, cost estimates/projections budgeting, cost savings and payroll activities which support the security mission and conform to prudent business practices. Annual protective force budgets shall be submitted and approved by the Office of Physical Protection 90 days prior to the beginning of the new option year.
		14. Nominate a sufficient number of Derivative Classifiers in accordance with DOE Order 475.2 A.
		15. Establish and maintain a drug screening program that accords with applicable state and Federal law, and DOE Orders.

 **Pre-Employment Screening**

* + 1. Establish the general suitability of prospective employees by appropriate pre-employment checks, since this work involves special elements of employee trust such as physical protection of classified material and information, weapons, equipment, and property. This check may include previous employers and other references covering the individual's job history, integrity, and personal habits, prior to requesting a security clearance.
		2. Conduct pre-hire and pre-clearance submission background investigations to identify candidate suitability and to verify the U.S. citizenship of all newly hired employees associated with this contract.
		3. Complete clearance packages and provide the completed package, for candidates who have passed the Contractor’s pre-hire check, to The Office of Physical Security.
		4. Keep and maintain records for each employee to indicate the type and results of pre-employment checks conducted; the status of the Questionnaire for National Security Positions (security clearance) processing; and the date and type of security clearance granted.
		5. Provide adequate security to these documents (records) to preclude unauthorized persons having access, and to protect the privacy of the information. The COR reserves the right to review company personnel records as deemed necessary.
		6. Schedule all required physical and psychological examinations and drug tests.
		7. Maintain all required documentation and releases.

**Classified Destruction Services**

* + 1. Provide classified and sensitive unclassified destruction services, in accordance with National Security Agency (NSA) requirements, of paper stock and solid-state media storage (hard drives, memory cards, memory boards, thumb drives, cell phones and tablets) and optical media.
		2. Destruction of classified material will be executed at the DOE Germantown Facility using government provided destruction equipment or contracted services.
		3. The Contractor shall be responsible for maintaining, including preventative maintenance, of destruction equipment. Equipment repairs or replacement that are beyond normal maintenance and preventative maintenance requirements would be addressed through the IDIQ CLIN.

**Security Risk Assessment (SRA)**

* + 1. New staffing shall be phased-in based on the approval of the annual Security Risk Assessment (SRA). The following items must be taken into consideration when developing protections program strategies:
			- Central Alarm Station Operators and Monitors, Basic Security Police Officer (armed) training to be conducted both locally (HQ) and at other certified sites (NTC);
			- Fully understanding the potential threats contained in the classified DOE Design Basis Threat Statement and SRA apply these principles when developing site specific safeguards and security programs and when reallocating staff or posts;
			- The importance of the facility to the overall DOE mission and costs of replacement due to acts of sabotage or other malevolent acts, the classification level of the material, and the impact of its loss or compromise on national security;
			- Understanding that continuous protective services are required 24/7/365;
			- The need for replacement or substitute staffing to ensure that all required posts and patrols are fully staffed to meet requirements of the PWS;
			- The potential effects of a malevolent act on the health and safety of employees, the environment, or the public;
			- The need for integration of safeguards and security interests. This includes the need for applying the principles of the Safeguards and Security Program (DOE P 470.1A);
			- The need for efficient and cost-effective methods for protecting the safeguards and security interests taking into consideration the DOE Order requirements, performance- based tests, self-assessments and exercises;
			- The requirement to maintain the capability for strategies to counter the use of weapons of mass destruction (explosives);
			- Fluctuating mission requirements will require the Contractor to demonstrate the capability to respond to work scope changes quickly and with a minimum disruption to their operation; and
			- The Contractor shall fully integrate the requirements contained in this PWS in a manner that assures a seamless structure is maintained. This includes full integration of functions, roles, and responsibilities if more than one Contractor is involved in fulfilling the requirements of this contract.

 **Environmental Safety and Health**

* + 1. Integrate safety into management work practices, in accordance with the DOE Integrated Safety Management System (ISM) at all levels within the organization so contract requirements are accomplished while protecting the public, work and environment.
		2. Conduct safety and health inspections in accordance with DOE guidance to ensure that operations are conducted in a safe manner. Compliance requirements are identified in the “Worker Health and Safety Program Plan” required by 10 CFR 851. Submit initial Worker Safety and Health plan, as required by 10 CFR 851, for FPM and AU Worker Safety and Health review ODFSA approval within 30 days from the effective date of contract performance and annually thereafter through contract period of performance.
		3. Establish and maintain a formal Respiratory Protection program which complies with all applicable provision of 10 CFR 851 *Worker Safety and Health Program*, 10 CFR 851.23, *Safety and Health Standards,* and OSHA’s *Respiratory Protection Standard ,*  29 CFR 1910.134

 **Justice Telecommunication System (JUST)**

* + 1. The DOE requires 24 hours a day, 7 days a week access to the Justice Telecommunications System (JUST). During duty hours, Federal employees will utilize the JUST system. During non-duty hours, the USDOE Protective Force contractor (who operate on a 24/7/365 basis) will also need access to the JUST. System.
		2. DOE HQ local User Agreement for Contractor Terminal Operators is found as Attachment L, JUST User Agreement.
		3. Provide preliminary and follow-up reports on all security incidents.
	1. **Activity 2 - Badging and Reception Services**

**Badging**

* + 1. Operate the badge offices for DOE HQ at two facilities; Forrestal facility and the Germantown facility.
		2. Badge Offices will operate Monday through Friday, 8:00 AM – 4:00 PM. Badge office staffing shall be no less than five individuals in the Forrestal facility and three individuals in the Germantown facility during business hours.
		3. Badge office operations must provide two-person authentication at all times when issuing badges.
		4. Badging offices shall adhere to the Federal regulations, DOE Orders, Directives and guidance cited in Attachment F-1 of the contract.
		5. Prepare, issue, and recover all permanent and temporary badges for all Federal and Contractor employees and visitors.
		6. Ensure badges and credentials are properly accounted for and destroyed in accordance with DOE Orders and Directives.
		7. Provide security briefings to employees, visitors, Contractor, and others for the purpose of access to a DOE facility.

**Reception Services**

* + 1. Provide receptionist services at Forrestal facility, Monday through Friday, 7:00 AM – 5:00 PM. Receptionist staffing shall be no less than two individuals at the Very Important Person (VIP) desk and three individuals at the main receptionist desk during identified operating hours.
		2. Provide receptionist services at the Germantown facility, Monday through Friday, 7:00 AM – 5:00 PM. Badge office staffing shall be staffed no less than one individual at the receptionist desk during identified operating hours.
		3. The reception offices shall adhere to the Federal regulations, DOE Orders, Directives and guidance cited in Attachment F of the contract.
		4. Receptionists will prepare, issue, and control all temporary badges for all Federal and contractor employees and visitors ensuring two-person authentication procedures are properly used during issuance.
	1. **Activity 3 - Training**
		1. If the FPM or ODFSA determines Contractor employees do not possess required training/certification for the post that they have been assigned, the COR will direct the Contractor Management to immediately remove/reassign such employees from duty and provide qualified replacements at no additional cost to the Government.
		2. The Contractor shall ensure personnel performing services under this contract acquire and maintain the required certifications.
		3. Provide specialized PF training per DOE’s National Training Center (NTC) certification guidelines, 10 CFR 1046 and applicable DOE requirements. This training shall include intermediate force training, weapons instruction/qualification, and physical fitness readiness. Site-Specific qualifications, and training programs must be based upon criteria approved by the ODFSA. Training of each employee shall be accomplished in accordance with the Annual Training Plan (ATP).
		4. The TAP shall be developed and executed in accordance with DOE Order 473.3, Protection Program Operations. A specific job/task analysis (JA) and training program shall be developed for each position. This will include continuing revision, updates, reviews and approvals throughout the contract period of performance. The Annual Training Plan (ATP) will encompass all personnel assigned duties under this contract. All instructors shall have completed, or complete within the first year of assignment, Basic Instructor Training offered through the DOE NTC. Renewal of this training is required every 3-years for each instructor. The contractor is responsible for ensuring that each staff member is allotted appropriate time to complete the training required for the positions that they will be assigned. The ATP shall combine annual DOE Order and 10 CFR 1046 training requirements with an analysis of training needs identified through the execution and observation of Force on Force exercises, LSPTs, performance testing results and internal and external assessment results. The ATP will be provided to the FPM for review and concurrence and to the ODFSA for final approval. A copy of the approved TAP will be provided to the COR.
		5. Prior to being armed or performing SPO duties, and at least semi-annually thereafter, each armed protective force member will qualify by attaining the minimum qualifying score specified in DOE Order 473.3A “Physical Protection Program” on the courses as approved by DOE.
		6. In addition to the specific protective force training required by the NTC and approved ATP, all contractor employees shall be required to complete the DOE annual training, and other briefings, associated with Headquarters operations. The list of required training will vary depending on agency requirements and may include computer-based training (CBT) and hands-on instructor lead training. Some examples of this type training include (but are not limited to):
* Hazardous Communications Introduction
* Confined Space Entry
* Electrical Safety and Lockout/Tagout
* Cybersecurity Training
* Waste Management
* Emergency Vehicle Operator Training
* Annual Security Training
* ES&H Awareness Training
* General Employee Emergency Response Training
* Continuity of Operations Training
* Harassment Training
* Privacy Training
* Records Management Training
	+ 1. Provide professional development and conduct annual training for management and support staff to maintain their technical competence in keeping with DOE requirements and best business practices.
		2. Program, utilize, and maintain Engagement Simulation Systems (ESS) to conduct realistic training and exercises of the protective force.
		3. Ensure all training aids, graphic materials, computer-based training (CBT) and equipment for classroom presentations support training activities.
		4. Maintain an effective training and qualification program to ensure the protective force are fully capable to tactically respond and resolve safeguards, security and emergency events.
		5. Maintain & develop lesson plans and instructional guidelines for all training. These must be available for review by appropriate safety and security personnel. Such lesson plans or instructional guidelines must incorporate safety in addition to other training objectives and task performance standards.
		6. Plan and conduct safe and effective intermediate force training and leadership training.
		7. Ensure all armed protective force personnel are trained and certified at the SPO I level in accordance with the requirements of DOE Order 473.3, applicable directives and regulations and 10 CFR 1046 throughout the execution of the contract.
		8. Maintain NTC certifications/approvals to conduct Intermediate Force Training, and Basic Security Police Officer Training (BSPOT).
		9. Execute requisite BSPOT classes to qualify new officer candidates at the SPO I level in accordance with the requirements of DOE Order 473.3, applicable directives and regulations and 10 CFR 1046 to maintain staffing levels sufficient to meet the requirements identified within the PWS. The scheduling of BSPOT classes will be coordinated with the FPM and approved by the ODFSA. Facilities to support the BSPOT training will be provided by the Government.
		10. Provide continuous training on job analysis tasks (JA) / mission essential tasks (METL) and provide supervisory and officer professional development classes to maintain a trained and professional Protective Force.
		11. Develop and implement a Physical Fitness Program plan. The Physical Fitness Program plan shall be submitted, at least annually, for review by the FPM and approved by the ODFSA. The Physical Fitness Program plan shall include performance testing results, fitness for duty requirements, and a resolution plan for those individuals who are returning to work from a period of absence or physical injury incident to ensure that they have been determined fit for duty.
		12. Ensure that all training program development, presentation and administration is accomplished and/or maintained in accordance with all applicable DOE orders; including annual certification requirements, quarterly proficiency training and semi-annual weapons qualification.
		13. Conduct vulnerability assessments and preparation of the Site Safeguards and Security Plan
		14. Prepare and execute, with input from DOE Office of Security Operations, Force on Force exercise scenarios and plans and limited scope performance tests (LSPT) as necessary to support the Site Security Plan. After Action Reports are required for each activity and will be submitted to the FPM.
		15. Develop and administer, with input from the FPM and staff from the DOE Office of Security Operations, a Performance Assurance Program, Force on Force training exercise scenarios and plans, emergency response training exercises and limited scope performance tests as necessary to ensure protection of HQ facilities, property, material and occupants, under emergency conditions. The planning and development of these activities will be accomplished at the Germantown facility.
		16. Provide a one‐month‐in‐advance monthly training schedule to the FPM and ODFSA by the 10th day of each month which shall include, at a minimum:
* Location (complete address)
* Date
* Time
* Course Outline (to include but not limited to, block of instruction topic and time)
	+ 1. The Contractor shall notify the Office of Physical Protection of any changes to previously scheduled training and qualifications sessions at least ten (10) calendar days before the date of training.
		2. The Contractor is responsible for scheduling and coordinating all training, examinations, and/or weapons qualifications and proficiency firing.
		3. Schedule training, including firearms training, to the maximum extent possible, during normal business and duty hours. Requests to execute training outside of non-business duty hours requires concurrence by the FPM, and written authorization approved by the ODFSA and the COR.
		4. Each armed Protective Force member must qualify with their assigned weapon by attaining a minimum qualifying score on the courses of fire prior to being armed or performing SPO duties and at least semi-annually thereafter.
		5. Each armed Protective Force member will conduct firearms proficiency training during the quarters in which the semi-annual firearms qualifications are not conducted.
		6. Maintain an electronic personnel training file for each employee that performs duties on this contract. Those files shall contain legible electronic documents which validate training, certification, licensing, and other documents, as required in the PWS. Personnel files shall be made available to the Government immediately upon request.
		7. Probationary personnel shall be required to successfully complete at least 40 hours of on-the-job training shadowing experienced staff, prior to being assigned to an official post.
		8. New employee computer-based training shall be completed within 30 days of entry on duty, unless otherwise waived in writing by the COR.

\*\*Training and Travel Expenses – all training, training-related expenses, and travel (related to training) are the sole responsibility of the contract company.

* 1. **CLIN 4 – Auxiliary Operational Expenses – Other Direct Costs**

The purpose of this CLIN is to provide reimbursement, at cost (no fee or profit), for specific items that will fluctuate in need and use. For reimbursement of items in this CLIN, support documentation shall be provided with the invoice to demonstrate the actual cost incurred for the items (receipts, invoices, or other support documentation).

The following items shall be included in this CLIN:

* Vehicle fuel cost for leased protective force vehicles used in support of this contract;
* Destruction facility equipment maintenance and service agreements (agreements put in place by the contractor to maintain the equipment);
* Kenneling supplement provided to the canine handlers for care and housing of the canines;
* Veterinarian expenses for all required canine visits; and
* Armory weapons cleaning and maintenance materials

DOE will not reimburse for ordinary business expenses that are part of the company’s overhead (cost of doing business) or considered a personal expense (e.g., water, parking, cell phones, etc.)

**Authorization Procedures:** Prior to purchasing an ODC supply/service, the CTR shall obtain written purchase authorization from the COTR, TM, or Protective Force Program Manager. **The government will not reimburse for any products/services purchased without prior approval and/or proper authorization.**

**Reimbursement Process & Documentation:** For reimbursement of items in this CLIN, support documentation shall be provided with the invoice to demonstrate the actual cost incurred and paid for the items (receipts, invoices, **signed purchase authorization, proof of payment**, or other support documentation).

* 1. **CLIN 5 – Additional Protective Force Security Services**
		1. The purpose of this CLIN is to establish a method for temporary increases in protective force coverage for emergency situations, high profile visitor situations, or elevated SECON levels (levels 1 or 2).
		2. Upon written notification by the FPM, ODFSA or COR, the contractor shall provide additional protective force personnel to staff additional post, increase roving patrols, increase protective force presence, and escort or monitor special visitors.
		3. It is expected that this additional staffing may require overtime or an increase beyond the normal staffing levels. The fixed-unit-rate is established to cover this additional need with all pricing concerns already considered.
		4. For reimbursement under this CLIN, the contractor shall provide the written direction to the COR, including the number of staff added, and the hours provided.
	2. **CLIN 6 – Indefinite-Delivery-Indefinite-Quantity (IDIQ)**

The purpose of the IDIQ CLIN is to provide the mechanism for ordering up additional support services that are within the overall intent of the scope of work but are for unexpected events or circumstances not covered in the other CLINs of this contract. The following are the ordering procedures for items ordered under this CLIN:

* + 1. The Contractor shall incur costs under this CLIN only in performance of task orders and task order revisions in accordance with this ordering procedure. No other costs are authorized without the express written consent of the COR/CO;
		2. Funding shall be placed on the task order specific for the work requested;
		3. Cost associated with providing proposals in response to request for IDIQ efforts are not reimbursable. Only cost incurred after issuance of the task order, in conjunction with the actual performance shall be authorized;
		4. All task orders shall be fixed-price task orders. The fixed-price proposed and accepted shall be all inclusive of all cost aspects (ES&H, invoicing, Q&A, labor, materials, etc.);
		5. The COR/CO shall submit a request for task proposal to the contractor in writing that includes 1) the specific task(s) to be performed including a task statement of work/performance work statement; 2) schedule for the task order; 3) authorized travel; 4) and Government-Furnished property provided specific to the task order; 5) deliverables; and 6) any specific or special instructions;
		6. The contractor shall provide a written proposal within ten (10) calendar days after receipt of each Task Request. The proposal shall include 1) how the task order will be performed; 2) staffing plan for the task order; 3) a work breakdown structure (if required); 4) proposed fixed-price; 5) estimated subcontractor and subcontractor cost; and 6) any other pertinent information necessary for the Government to have a complete understanding of the proposal;
		7. Task Order Revisions shall be in writing and may require the contractor to submit additional information for consideration based on the change being contemplated;
		8. Upon acceptance, the COR/CO shall provide a written acceptance through issuance of a signed task order. Upon receipt, the contractor shall begin performance.

* 1. **CLIN 7 – Emergency Preparedness and Management Program (EPMP) For DOE HQ Office of Administration**
		1. The purpose of establishing an EPMP within DOE is to ensure that the capability exists to respond effectively to a broad array of potential operational interruptions. The functions of the EPMP include: Assess risks, current conditions and procedures; Determine a prioritized (based on risk) plan to implement, refine and enhance changes; and Assess the effectiveness of the concept and reassess current conditions and gaps.
		2. Provide day-to-day administrative support to the DOE Federal Agent (FA) serving in the role of the Emergency Management Program Manager. As requested, attend meetings, develop minutes, commitments made, inform stakeholders of commitments, and arrange for follow through on implementations.
		3. Using the existing Occupant Emergency Plans (OEPs), and expert knowledge of emergency response, prepare training class for delivery to all DOE employees, Contractor and visitors. Training to consist of the following;
			+ Seminar presentation (duration subject and length to request) to augment the seminar and give an overview of the expectations and actions of those who serve as Emergency Preparedness Response Core (EPRC) members.
			+ Content of Emergency Plans
			+ Review of scenarios (e.g., Shelter in Place; Lock-Down Emergencies; Evacuation Emergencies; and Fire Alarm Activation Procedures)
			+ Introduction to Active Shooter/Protection from Acts of Violence
			+ Demonstrate and Encourage use of the DOE Alert Warning Accountability and Response (AWARe) System.
		4. Participate in the establishment of a Program for all DOE Headquarters facilities organizations and personnel within the National Capital Region and defines organizational roles and responsibilities of the program.
		5. Provide updates as needed to the OEP’s and associated appendices/attachments that designate a series of emergency actions to be implemented in response to a variety of emergency conditions. (Review documents for DOE facilities as changes occur.)
		6. Update procedures and protocols in the OEPs for organization and operation of a DOE Emergency Response Organization (ERO) to respond to, manage, resolve and recover from emergency conditions that affect facilities and assets in a timely and effective manner.
		7. The ERO includes the Incident Commander (IC), Incident Management Team (IMT), Emergency Preparedness Response Core (EPRC) teams and any other elements determined to be necessary to support the mission.
		8. Procedures and protocols will include the process of activation and deactivation, designation of positions to be filled, primary and alternate response locations, emergency functions to be performed and the roles, responsibilities and interfaces for all ERO elements/personnel.
		9. Establish a continuing training program that ensures that DOE HQs maintains a cadre of personnel knowledgeable of emergency response actions and are capable of performing them when required.
			+ IMT members are trained and qualified to execute assigned duties in support of activations;
			+ Identify and maintain a cadre of individuals who are trained and prepared to support emergency response activities and provide guidance to employees and visitors before, during, and after all-hazards emergencies;
			+ Employees remain familiar with the OEPs, emergency response communications, terminologies, immediate protective actions to be performed and accountability measures; and
			+ A program that provides useful periodic information and reminders to building/facility occupants concerning contemporary emergency related topics. (Tornado and Hurricane season, severe weather, National Preparedness Months, etc.)
		10. Prepare a comprehensive emergency drill program and associated documentation that trains and tests the ERO, management and building occupants. Drills will be scheduled as required and may be a combination of table-top and/or discussion topics. This would also include participating in, supporting, and capturing comments from hot washes and after-action reviews.
		11. Review and update as needed the communications processes (in particular DOE-AWARe) and systems to disseminate emergency management information, initiate response actions and activate the IMT.
		12. Support and assist the DOE Headquarters Continuity Office and the Headquarters Continuity of Operations Plan (COOP) to maintain a reconstitution team for DOE Headquarters.
		13. Participate in targeted education that will be the method of obtaining additional knowledge, skills, and abilities within the Emergency Preparedness Management Program through training and assignment.
			+ Increase in competencies, skills, and abilities will lead to future disaster preparedness and community awareness capabilities for the DOE. Technical short courses and online courses may be necessary and/or required to perform specific tasks.
			+ Participate in professional association (e.g., International Association of Emergency Managers (IAEM)) and credentialing program (Certified Emergency Manager (CEM)) or (Associate Emergency Manager (AEM)) to ensure preparedness information and developments in the Emergency Management field are adhered to.
		14. Applicable Directives
			+ Occupant Emergency Programs Guide of the Interagency Security Committee, March 2013;
			+ DOE O 151.1D, Comprehensive Emergency Management System, August 2016;
			+ National Incident Management System Guide, December 2008; and
			+ National Response Framework, May 2013
	2. **CLIN 8 – Transition**
		1. The duration of contract transition period shall be 90 calendar days.
		2. The Contractor shall transition all on-going work scope from the incumbent contractor in an orderly fashion as to ensure that there is no disruption to normal operations. The Contractor shall be completely responsible for full operational control at the conclusion of the 90-day transition.
		3. All Government-Furnished Property (GFP) will be transferred to the incoming Contractor during transition. It is highly recommended that the out-going and in-coming Contractors complete a joint physical inventory of the GFP items being transferred. The Contractor is responsible for submitting a beginning inventory report (See Section J of the Contract) upon completion of the physical inventory.
		4. The Contractor shall establish the necessary logistical support to execute transition and shall ensure all necessary transition personnel, including key personnel and essential personnel for the Contractor, are on-site during the transition period.
		5. Prior to full operational control, at the end of transition, the Contractor shall provide the FPM, ODFSA, COR and CO with an operational readiness report detailing the staffing plan (hires and assignments), post assignments for the first operational week, and staffing coverage for all positions. This item should be included in the transition plan submitted as a deliverable identified in the Deliverables section of the PWS.
		6. The objectives of the Transition Plan are to prepare for implementation of the contract and minimize the impacts on continuity of operations. The Contractor is responsible for performing due diligence to ensure that all transition activities are identified and completed during the Transition Period.
		7. The Contractor shall be subject to a DOE Safeguards and Security initial survey conducted in accordance with U.S. DOE Order 470.4, Safeguards and Security Program, and must receive a satisfactory rating before work shall be performed.
		8. The Contractor shall establish routine status meetings with CO, Contracting Officer Representative (COR), Office of Physical Protection and affected Contractors to review transition activities and issues. (Note: weekly transition meetings are required to be included in the transition plan).
1. **STANDARDS OF CONDUCT AND PERSONNEL REQUIREMENTS**
	1. Officers shall be fully capable of performing duties that require moderate to arduous physical exertion and must be fully capable of self-defense, tactical exercises, weaponless defense, and arrest techniques. They must be capable of running, lifting, and participating in rescue operations. At a minimum, they must meet the physical fitness and medical qualifications set forth in 10 CFR 1046.
	2. Verification of nonconformance of the performance of duties and responsibilities can lead to contractually permitted remedies upon the contractor.
	3. Report actual or suspected violations of law, regulations, or policy, including fraud, waste, abuse, misuse, corruption, criminal acts, or mismanagement, relating to DOE programs, operations, facilities, contracts, or information technology systems to an appropriate authority (e.g. OIG, other law enforcement, supervisor, security officials, EEO). Examples of violations to be reported include, but are not limited to, allegations of false statements: false claims: bribery; kickbacks; fraud, DOE environmental, safety, and health violations; theft; computer crimes; Contractor mischarging; conflicts of interest; and conspiracy to commit any of these acts. An employee may always report incidents and information directly to the OIG.
	4. Neglect of duties and all forms of insubordination shall not be allowed. This includes sleeping on duty, unreasonable delays, and failure to carry out assigned tasks, conducting personal affairs during duty hours, submitting false reports, abandoning posts, misuse of Government property, non-business use of cell phones or other electronic devices, and refusing to render assistance or cooperate in upholding the integrity of the security at the site. Disciplinary action in response to violations of these requirements will be provided by the Contractor to his/her employees.
	5. Officers shall remain professional in all dealings and exercise restraint when confronted with verbal and/or physical assaults, exercising the force continuum as needed to address the situation. Disorderly conduct, use of abusive or offensive language, quarreling, intimidation by words, actions, personal threats, harassment, or fighting shall not be permitted. Officers shall remain professional in all dealings and exercise restraint when confronted with verbal and/or physical assaults, exercising the force continuum as needed to address the situation. Violations to these requirements and associated disciplinary actions will be provided by the Contractor to his/her employees.
	6. The Contractor shall not allow any employee (while on duty) to possess, sell, consume, or be under the influence of intoxicants, drugs, or substances which produce similar effects. Violations to this requirement and associated disciplinary actions will be provided by the Contractor to his/her employees.
	7. The Contractor shall not employ any officer whose conduct, on or off the job, would cause doubt about the officer’s honesty, integrity, or trustworthiness. Officers who fail to faithfully execute their duties, engage in workplace misconduct, become involved in criminal proceedings, or otherwise fail to conduct themselves in a professional manner shall be restricted from providing services under this contract by the COR.
	8. Any officer with pending criminal charges shall be suspended from the site pending the outcome of the criminal case. Those individuals, who receive a favorable adjudication of pending charges, may have their site access re-established at the discretion of the ODFSA. Those individuals, who receive an unfavorable adjudication of pending charges, will have their site access removed indefinitely.
	9. All personnel working on the contract shall be citizens of the United States of America and have reached the age of 21 years, at the time of employment under this contract. Acceptable evidence shall consist of a birth certificate, birth registration, appropriate naturalization papers or other forms of identification that meet the REAL ID requirements for access to Government facilities. The age requirement may be waived by the COR for veterans of the armed forces, or for exceptionally qualified personnel, after evaluation of a written request submitted to the COR by the Contractor.
	10. All employees shall have an adequate command of both the written and spoken English language to properly communicate and deal tactfully and politely with employees, co-workers and the general public.
	11. All employees shall demonstrate the ability to read, understand, and apply printed rules, detailed orders, instructions, and training material, including the ability to compose succinct, short paragraphs, written reports, and other such reports in the English language.
	12. All employees whose duties may involve the operation of a motor vehicle under this contract shall be a licensed driver (state motor vehicle operator and/or chauffeur license). The license must be valid in all jurisdictions in which the licensee may be required to operate a motor vehicle in performing driving duties under the contract.
	13. All employees assigned to this contract shall meet all applicable DOE and CFR medical, psychological, physical fitness, age and general qualification requirements.
	14. All candidates for employment must undergo and pass a drug screening test prior to hiring and be subject to random testing after employment. The contractor is responsible for implementation of the drug screening process in accordance with DOE policies and procedures. Evidence of drug screening test shall be provided to the Government upon request.

**Grooming and Appearance**

* 1. Ensure that all Protective Force and administrative staff maintain a professional and neat appearance at all times.
	2. Protective Force officers (regardless of sex) are permitted to wear braids and cornrows within the above prescribed standards; however, Dreadlocks (unkempt, twisted, matted individual parts of hair) are not authorized.
	3. Earrings or other forms of jewelry, with the exception of wedding bands, watches, and bracelets of a conservative nature, shall not be worn while on duty.
	4. Visible body rings and/or studs are not permissible.
	5. Protective Force personnel may carry or wear objects of religious significance when their faith requires, provided it is done so discreetly (i.e. under uniform whenever possible) and does not interfere with uniform wear and function.
	6. The Contractor shall grant reasonable accommodations to religious practices of the Protective Force personnel, without regard to religious preferences; as long as religious practices do not affect their ability to perform required tasks or a significant safety risk. The FPM shall review reasonable accommodation request to determine

potential impact on mission requirements and the COR will review the documentation to ensure completeness and contract compliance.

* 1. Accommodations shall be consistent with legal and Constitutional standards and essential mission requirements. Accommodated religious practice shall not suggest government endorsement of any particular faith, shall not reasonably appear to propagate an individual’s faith, shall not significantly undermine the public’s confidence in the Protective Force, shall not create a significant safety risk to Protective Force personnel or public, and shall not conflict with mission‐essential job task requirements.

**Physical and Medical Requirements**

* 1. The contractor shall comply with all requirements of 10 CFR 1046 and the contractor shall ensure that contractor personnel comply with all medical and physical fitness qualifications set out in 10 CFR 1046; (the psychological exam, medical exam, essential functions determination and physical fitness assessments and evaluations).
	2. Execute a physical fitness readiness training and maintenance program ensuring officers meet the physical fitness standards set out in 10 CFR 1046.

**Security Clearances**

* 1. Request appropriate security clearances for key management personnel and personnel who will be assigned to perform work under this contract within 15 days of the contract execution date.
	2. Ensure all personnel have and maintain the required clearance throughout contract execution. All personnel working on the contract require an “L” clearance with the exception of labor positions identified requiring a “Q” clearance including; General Manager, Deputy General Manager, Facility Commanders of each facility, Director Plans and Training, Badging office personnel, Receptionists, VIP desk, Classified Matter Destruction Facility Operator, ProForce uniformed supervisors including facility Captains and shift sergeants, Central Alarm Station personnel, performance testing personnel and planning staff required to develop and maintain the Security Risk Assessment (SRA).
1. **FACILITIES**
	1. Government furnished office space is provided in Germantown and Forrestal for essential contract functions at the Germantown and Forrestal facilities. The contractor has use of 3,445 sq ft in Germantown and 9,892 sq ft in Forrestal.
	2. On-site parking for contract employee personal vehicles is only available at the Germantown campus. Parking for contractors working at the DOE Forrestal and Portals facilities is not available at the DOE Forrestal building but is commercially available at several local public-parking garages but will not be reimbursed by the government.
	3. On-site parkingis available for contractor / GSA security vehicles while in support of PF operations.
2. **GOVERNMENT-FURNISHED EQUIPMENT/PROPERTY**
	1. The Contractor shall use and/or operate Government-provided equipment in a responsible manner. The Contractor is solely responsible for care and accountability of Government–provided equipment in accordance with terms and conditions of this contract. Certain items of Government furnished property/equipment are likely to be provided to individual employees of the Contractor. As such, it is the Contractor’s responsibility to ensure items are returned upon the termination of employment with the Contractor.
	2. The Contractor shall return all Government-provided property to the COR when property is no longer necessary for contract performance, expired, employee terminations/resignation, or at the direction of the FPM or COR.
	3. The Contractor shall use Government property for official Government business only, in performance of this contract. Contractor and contract employees shall not use Government property in any manner for any personal advantage, business gain or other personal endeavor.
	4. Reference contract Section H. Government Property and current Government Furnished Property (GFP) list for that specifically furnished in performance of this contract.
	5. The COR will provide to the Contractor a copy of the property inventory record (as maintained in the DOE SUNFLOWER inventory system and the current/outgoing contractor’s property database) during transition of all property for which they are accountable. It is highly recommended that the incoming and outgoing contractor conduct a joint physical inventory of all property being transferred during contract transition. This allows the outgoing contractor the opportunity to process any missing equipment reports and the incoming contractor to verify that all items are accounted for upon acceptance of the property inventory assigned to the contract.
	6. The Contractor shall report any discrepancies resulting from the joint physical inventory with the incumbent to the CO, COR and the DOE Property Manager. This information shall be used to provide a baseline for this contract as well as information to close out the incumbent contract.
	7. During the Transition Period, the Contractor shall identify any material differences in the systems, facilities, property and services described in this PWS and/or attachments to this contract and actual conditions at the end of the transition period.
	8. The Contractor shall prepare and submit a Statement of Material Differences within 60 days of the contract execution date.
	9. The Contractor shall submit a change proposal to reconcile the material differences with the contract by the end of the contract transition period.
3. **CONTRACTOR-FURNISHED EQUIPMENT/PROPERTY**
	1. Contractor-Furnished equipment/property is not the same as contractor-acquired equipment (as specified in Section H of the contract). Contractor-Furnished equipment/property are those items provided by the contractor under the fixed-price of the contract and title vests with the contractor. These items are not turned into the Government as Government-Owned at the end of the contract and the Government does not pay directly for these items. These are items determined necessary to be provided by the contractor to its staff for performance of the contract.
	2. The Contractor shall furnish, install, operate, and maintain in an acceptable manner all other equipment, materials, and supplies that are not specified as furnished by the Government but are required by the Contractor for performance under this contract. Equipment must be maintained in a serviceable condition in keeping with generally accepted practices and/or the manufacturer’s recommendations for the particular type of equipment. Requests for use of additional equipment not identified in the PWS must be submitted for approval by the COR.
	3. All security personnel assigned to a DOE sites shall wear the accessories, equipment, and uniform specified herein.
	4. Uniforms. Security personnel must be distinctively uniformed with proper fitting attire that match and that present a positive image of DOE while on duty and be identified with their function by appropriate emblems or badges. All security officers shall wear the same color and style of DOE field uniform. To clarify discretionary areas and ensure consistency at all sites, the DOE field uniform specifications and quantities per officer are contained in Table 9.1. Uniforms shall be worn at all times while on duty, unless otherwise authorized by the FPM or COR. Official uniforms, patches, and shields shall be controlled to prevent unauthorized use. The embroidered DOE uniform patches and shields shall be surrendered to the COR at the end of the contract as these are DOE-accountable items. To ensure proper uniform appearance, all items shall be reviewed and replaced as needed and at a minimum of every 18 months by the Contractor. The table below provides the minimum expectation for uniforms provided:

**Table 9.1**

|  |
| --- |
| Field Uniform Specifications |
| Item | Minimum Specification | Quantity per Employee |
| Pants | 5-11 Trousers or approved equal by the government; model Condor; navy blue | 5 |
| Shirts | 5-11 Trousers or approved equal by the government; model Condor; navy blue | 5 short, 5 long sleeve |
| T-shirt | cotton; crew neck; navy blue | 5 |
| Belt | BDU nylon web; 2-inch; flat finish; black | 1 |
| Name strip | cloth strip with Velcro backing; navy blue with white thread; displayed on right side of body armor | 7 |
| Uniform Shield | DOE (Government provided); display upper left side of body armor | 2 |
| Uniform Patch | embroidered DOE patch (Government provided); display on left shoulder of shirts and cold weather coat | 14 |
| Patch | American flag; display on right shoulder of shirts and cold weather coat; flag is a reverse field | 7 |
| Rank insignia | velcro rank; rank appropriate/military spec; display on center of the body armor  | 4 sets |
| Coat, lightweight | 5-11 brand or equivalent; blue  | 1 |
| Coat, cold weather | double duty jacket; 5.11 brand or approved equal; model 48096 with removable cold weather liner; navy blue | 1 |
| Hat, cold weather | knit watch cap; military spec; DOE Protective Force insignia; black | 1 |
| Hat, warm weather | baseball-style cap; DOE Protective Force emblem on front; navy blue | 1 |
| Gloves, cold weather | waterproof; insulated; black | 1 |
| Footwear | 6 or 8-inch boots, black in color, have a consistent style across all sites,. Footwear shall be replaced when it becomes worn or damaged. | 2 |

* 1. Duty gear. Individual equipment provided for each officer shall include hand cuffs, baton, pepper spray, flashlight, and duty belt and holsters for carrying such items. Items shall be provided only after successful completion of the training requirements set forth in this PWS. All equipment shall be kept in serviceable condition. The Contractor shall keep a serviceable pool of such items available for use by officers. The table below provides the minimum requirements and specifications for each required piece of duty gear:

|  |
| --- |
| Duty Gear Specifications |
| Item | Minimum Specification |
| Hand cuffs | hinged; nickel plated that meets National Law Enforcement Technology Center (NLETC) – National Institute of Justice (NIJ) - Metallic Handcuff Standard - 0307.01 |
| Hand cuff Pouch | MOLLE case; black, worn on body armor |
| Baton | 21 inch; collapsible; black, worn on duty belt |
| Baton holster | hard plastic with side break; black worn on duty belt |
| Pepper spray | 10% Oleoresin Capsicum (2 million SHU) pepper spray; 3 ounces; flip top |
| Pepper spray holster | MOLLE case; black |
| Flashlight | Sized to comfortably fit MOLLE case; minimum 320 lumens; black |
| Flashlight holster | MOLLE case; black worn on body armor |
| Duty belt | nylon; 2-inch; black |
| Disposable double hand cuff | Minimum of 10 pack for each site, 400 lb tensile strength minimum, ½ in wide minimum.  |
| Holster | Drop leg holster with weapon retention; Safari land black or approved equal |
| Magazine Pouch | MOLLE case; black; worn on body armor |
| Body Armor Carrier | MOLLE carrier, blue, reflective panel on rear with PROTECTIVE FORCE written on panel |
| Body Armor | Level IIIa; Point Blank or approved equal by government,  |

* 1. Vehicles. The Contractor shall obtain no less than 9 SUV sized vehicles which are to be no older than model year 2020 at the start of the contract. Vehicles must be capable of seating seven passengers which will support canine and roving patrol operations. Vehicles shall have approved markings and equipment (e.g. radios, light bars, medical kit, a vehicle ABC fire extinguisher, a battery powered lantern, traffic direction flashlight, and reflective vest). Leasing of vehicles already prepared for law enforcement activities are available and encouraged to be used.
	2. The Contractor shall obtain applicable permits, titles, inspections, and registrations in accordance with applicable Federal, state and local laws for the operation of vehicles.
	3. Costs for the operation and maintenance of vehicles, including, license and insurance fees shall be borne by the Contractor as part of the Firm Fixed Price.
	4. Bonding. The contractor shall provide a minimum $50,000 per occurrence, fidelity bond, through a surety approved by the Department of Treasury, for all contractor employees working under this contract. Certificate of bonding shall be provided to the COR within 30-days of execution date of the contract.
1. **DELIVERABLES**
	1. The Contractor shall maintain all records required by DOE Orders and such other records as may be required by DOE. Contractor shall maintain protective force related reports in accordance with DOE requirements. All records shall be in electronic format consistent with Records Inventory and Disposition Schedules requirements. The Contractor shall collect, manage, store, and retire records in accordance with 36 CFR 12 and DOE requirements. Contract level reporting requirements are identified in the clauses and reporting requirements checklist located in Section G, H, I, and J of the contract. Additional deliverables are further stated in this section.
	2. **Transition Plan**. The contractor shall submit a final transition plan for approval to the Government within 20 days of award of contract and revise the plan as needed during the transition period. The plan will describe projected milestones, the approach to staffing, and transfer of duties from the incumbent Contractor; how the work will be assumed and transitioned in a timely and accurate manner; how staffing vacancy positions will be filled; and any updates to the risk plan. Contractor shall provide weekly status and progress reports to the FPM and the COR until transition is complete.
	3. **Post Orders.** The contractor shall provide all revised post orders to the FPM and ODFSA for review and acceptance. The Contractor shall track all changes from the original version. Dissemination of revised post orders shall not occur until Federal acceptance/concurrence has been received.
	4. **Incident Reporting.** The Contractor shall create incident reports to document suspicious incidents and security deficiencies. These reports shall be provided to the FPM, and ODFSA or alternate as soon as possible within the same shift as the incident, in no case will the report be deferred to a later time or shift without the prior authorization of the FPM or alternate following the incident and updated thereafter as needed. The Contractor shall provide preliminary notification and follow-up reports on all security incidents. In the event the incident report includes loss or theft of Government property, the Contractor shall conduct preliminary inquiries into the loss/theft or destruction of property and report incidents involving misconduct or neglect on the part of involved parties.
	5. **Loss Theft Report.** The Contractor shall submit monthly and annual reports of loss and theft to the Federal oversight. . The format for handling loss and theft reports will be contained within the post orders and shall include, but not be limited to, the date and time received in security; estimated value of item; narrative on the results of the officer inquiry; and the officer’s recommendation. The Contractor shall also submit loss and theft reports for Government property to the FSO/COR and DOE Inspector General’s representative for the specific site. Changes to the existing report formats must be approved by the FPM prior to use and shall be consistent at all sites.
	6. **Lock and Key Control Plan.** The Contractor shall provide and implement a lock and key control plan for all keys issued to the protective force.
	7. **Duty Logs.** The Contractor shall maintain a written, twenty-four (24) hour duty log of activities, observations or incidents that require action. If conditions warrant additional documentation and notification may be required including the issuance of an incident report. Changes to the existing duty log format must be approved by the FPM prior to use and shall be consistent at all sites.
	8. **After Action Draft Reports.** The Contractor shall summarize work performed in a draft report. The Office of Physical Protection will review the draft report. The Office of Physical Protection will provide comments to the contractor within 30 calendar days of receipt of the draft report. The contractor shall then revise the draft report to address and/or incorporate all comments and revisions supplied by the Office of Physical Protection and submit the revised draft report clearly delineating revisions to the Office of Physical Protection for review within 15 calendar days of receipt of corrections.
	9. **After Action Final Reports.** The Contractors shall make any final revisions based on a second Office of Physical Protection review and submit a final report no later than 15 calendar days after the contractor receives comments from the Office of Physical Protection.
	10. **Weather Reports.** The Contractor shall monitor the weather conditions and notify designated personnel for snow removal and other adverse weather conditions affecting their respective facility. The format for creating weather reports will be contained within the post orders and shall include: date and time of report; temperature; precipitation type; current site conditions (i.e., are sidewalks and roads clear, are utilities impaired by the weather conditions); and what work is currently being done (i.e., has the snow crew arrived, are the sidewalks/roads in the process of being cleared). Changes to the existing report format must be approved by the FPM prior to use and shall be consistent at all sites.
	11. **Data Calls.** The Contractor shall respond to adhoc data calls requested in writing by the Government. Response times will be identified in the data call request.
2. **REFERENCE MATERIALS AND POLICY REQUIREMENTS**

See Attachment F-1.

**13.0 ADDITIONAL REQUIREMENTS**

13.1 **Policy and Procedure Manual.** Within 30 days of contract award, the contractor shall provide the company’s policy and procedure manual for the management of contract personnel. The instruction must include the disciplinary protocols and actions the company will take when contract personnel do not perform IAW contract requirements.

13.2 **Information Requests.** IAW agency reporting requirements, the Protective Force Program Manager PFPM will conduct independent reviews of specific management and security functions of the contract. Upon request from the government (COR, TM, or PFPM) the Contractor shall provide the information requested.

13.3 **Contract Personnel Identification**.

1. Upon request/contract award, the Contractor shall provide an identification roster of contract personnel (picture and name).

2. Upon request/contract award, contract personnel shall provide their name and their supervisor’s name to government personnel.

13.4 **Removal of Contract Personnel.**

1. Guard personnel with more than three disciplinary actions during contract performance will be reviewed /considered for removal from the contract.
2. Access to the Government site is solely at the discretion of the Government.

Contract employees that the Government deems to be a potential threat or risk to the agency (personnel or property) may have their site access removed and require the contractor to place the individual elsewhere within their company (off this contract) as they will not be capable of performing their duties on this contract without the site access.

# 13.5 In addition to the COR, DOE will appoint a COTR to the contract. The COTR will act as the Contractor’s primary POC for information and guidance on security policy and procedures. The COTR will assist with knowledge transfer and will support the new Contractor team as they become acclimated to their new responsibilities. The COR remains the primary POC for all contracting issues.

1. **CLIN 6 IDIQ ORDERING INSTRUCTIONS**

CLIN 6 is an Indefinite-Delivery-Indefinite-Quantity CLIN for Security/Security-Related Items and Services (Fixed Price). DOE will use CLIN 6 to issue task or delivery orders for additional security items and services.

C.2 DOE-C-1003 Task Order Procedures

(a) Only the Contracting Officer may issue task orders to the Contractor, providing specific authorization or direction to perform work within the scope of the contract or order as specified in the schedule. The Contractor may incur costs under this contract in performance of task assignments and task assignment modifications issued in accordance with this clause. No other costs are authorized unless otherwise specified in the contract or expressly authorized by the Contracting Officer.

(b) Prior to issuing a task order, the Contracting Officer shall provide the Contractor with the following data:

(1) A functional description of the work identifying the objectives or results desired from the contemplated task order.

(2) Proposed performance standards to be used as criteria for determining whether the work requirements have been met.

(3) A request for a task plan from the Contractor to include the technical approach, period of performance, appropriate cost information, and any other information required to determine the reasonableness of the Contractor's proposal.

(c) Within 10 calendar days after receipt of the Contracting Officer's request, the Contractor shall

submit a task plan conforming to the request.

(d) After review and any necessary discussions, the Contracting Officer may issue a task order to the Contractor containing, as a minimum, the following:

(1) Date of the task order.

(2) Contract number and task assignment number.

(3) Functional description of the work identifying the objectives or results desired from the task order, including special instructions or other information necessary for performance of the task.

(4) Performance standards, and where appropriate, quality assurance standards.

(5) Maximum dollar amount authorized (cost or price).

(6) Any other resources (travel, materials, equipment, facilities, etc.) authorized.

(7) Delivery/performance schedule including start and end dates.

(8) If contract funding is by individual task assignment, accounting and appropriation data.

(e) The Contractor shall provide acknowledgment of receipt to the Contracting Officer within 3

calendar days after receipt of the task order.

(f) If time constraints do not permit issuance of a fully defined task order in accordance with the

procedures described in paragraphs (a) through (d), a task order which includes a ceiling price may be issued.

(g) The Contracting Officer may amend tasks in the same manner in which they were issued.

(h) In the event of a conflict between the requirements of the task order and the Contractor's approved task plan, the task order shall prevail.

(i) Contractor shall submit monthly task order progress reports. As a minimum, the reports shall

contain the following information:

(1) Contract number, task order number, and date of the task order.

(2) Task ceiling price.

(3) Cost and hours incurred to date for each issued task.

(4) Costs and hours estimated to complete each issued task.

(5) Significant issues/problems associated with a task.

(6) Cost summary of the status of all tasks issued under the contract.

 (j) Within 10 working days after receiving a task order signed by the Contracting Officer that did not result from the submission of task proposals, the Contractor shall provide the Contracting Officer with a task plan consisting of the information described in subparagraph (b)(3).

(k) After the Contracting Officer issues a signed task order to the Contractor, if any revision becomes necessary to the estimated cost or level of effort, the Contractor shall promptly submit to the Contracting Officer a revised task plan with explanatory notes. Revised task plans submitted by the Contractor are subject to the review of the Contracting Officer.